

DATE: September 2, 2004
TO: All Local Workforce Investment Areas
FROM: Cheryl A. Brush, Chief, Workforce Systems Bureau
SUBJECT: TEGL 23-03: Demonstration Grant to the National Fraternal Order of Police (FOP) Foundation to Provide Career Assistance to Spouses of Fallen Law Enforcement Officers

Please find attached Training and Employment Guidance Letter (TEGL) #23-03. This TEGL announces a USDOL initiative to assist spouses of fallen sworn law enforcement officers in their time of need.

USDOL has awarded the National Fraternal Order of Police (FOP) Foundation up to \$500,000 per program year for four years to administer the Steve Young Memorial Scholarship Program to deliver career development services to the spouses of fallen law enforcement officers. State and local workforce systems, in collaboration with the FOP, will provide access to an array of employment and training services at the local One Stop Career Center to meet these spouses' needs in adjusting to a new role as head of household and primary wage earner for the family. The demonstration grant provides for a \$15,000 maximum amount of grant funds per person for training, training-related expenses and supportive services.


Additional information regarding the program for spouses of fallen sworn law enforcement officers may be obtained from the National FOP at (202) 547-8189.

Attachment

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIA/FOP Foundation
	CORRESPONDENCE SYMBOL ONR
	DATE June 4, 2004

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 23-03

TO: ALL STATE WORKFORCE AGENCIES
ALL WIA STATE WORKFORCE LIAISONS

FROM: EMILY STOVER DeROCCO 
Assistant Secretary

SUBJECT: Demonstration Grant to the National Fraternal Order of Police (FOP)
Foundation to Provide Career Assistance to Spouses of Fallen Law
Enforcement Officers

1. **Purpose.** To announce the opportunity for state and local workforce investment systems to collaborate with a new four-year demonstration grant that provides funding of \$2 million for the Steve Young Memorial Scholarship Program for spouses of fallen sworn law enforcement officers. The Steve Young Memorial Scholarship Program is administered by the National Fraternal Order of Police Foundation (hereafter referred to as the FOP), and provides up to \$15,000 for job training and other services to spouses of fallen sworn law enforcement officers killed in the line of duty from January 2001 through December 2006. The funds made available under the Department of Labor (DOL) grant will complement scholarship funds that are currently available to eligible spouses through the U.S. Department of Justice, Bureau of Justice Assistance, Public Safety Officers' Educational Assistance (PSOEA) Program and the U.S. Department of Education, as well as state and local scholarship and grant programs specifically available to spouses of fallen sworn law enforcement officers.

2. **References.**

The Department of Justice, Bureau of Justice Assistance, PSOEA Program
(<http://www.ncjrs.org.pdffiles1/bja/fs000270.pdf>)

3. **Background.** President George W. Bush and Labor Secretary Elaine L. Chao are committing federal resources to assist spouses of fallen sworn law enforcement officers in their time of need. The current benefits available to families are often consumed by basic needs and are frequently not sufficient to support, or fully support, the costs of higher education such as certification programs, degree programs or technical training programs. For many families, however, access to education and training is instrumental in their ability to obtain career skills needed to move forward in the aftermath of a line-of-duty tragedy. This grant program recognizes the role to be played at all levels in assuring that communities provide tangible and realistic support to spouses of those who serve every day to protect the American right to life, liberty and property. DOL awarded the FOP up to \$500,000 per program year for four years, to administer the Steve Young Memorial Scholarship

RESCISSIONS	EXPIRATION DATE Continuing
--------------------	---

Program. The state and local workforce systems, in collaboration with the FOP lodges, will provide access to a comprehensive array of employment and training services, customized to the extent possible, to meet the needs of spouses of fallen sworn law enforcement officers at a time when they most need services to assist them in adjusting to a new role as head of household and primary wage earner for the family.

State and local workforce investment systems are encouraged to take full advantage of the opportunities offered by the Steve Young Memorial Scholarship Program. The demonstration grant provides for a maximum amount of grant funds per person for training, training-related expenses and supportive services. There is no initial limitation placed on the duration of the training assistance of an individual spouse beyond that imposed by the June 30, 2007, expiration date of the grant. However, as with all Federal grants, the costs incurred by the grantee must be determined to be necessary and reasonable in accordance with applicable Federal procurement rules. The FOP, after the experience of one year of grant operations and for each year following, may review scholarship limits and any changes made will apply to new spouses entering the grant program.

4. **Responsibilities.** The local FOP will contact the appropriate local One-Stop Career Center when a potentially eligible spouse has been identified. The local One-Stop Career Centers may wish to assign a particular caseworker as the liaison with the local FOP chapter in advance of any referrals so that there is a staff member who is familiar with the needs of these spouses and their particular situations. The FOP will reimburse the local workforce investment area for the costs of the One-Stop Center's assistance. A memorandum of understanding (MOU) will be developed between the One-Stop Career Centers and the National FOP. A prototype MOU was developed by ETA (copy attached). The MOU includes referral and administrative arrangements as outlined in the attachment to the TEGF.

5. **Action Required.** State and local workforce investment boards and agencies must ensure that local One-Stop Career Center operators and service providers are aware of this scholarship program and are fully prepared to provide the comprehensive services intended.

6. **Inquiries.** Additional information regarding the program for spouses of fallen sworn law enforcement officers may be obtained from the National FOP at (202) 547-8189. Questions or information concerning the DOL grant may be obtained from your Regional Administrator.

7. **Attachment.** A description of the major points of policy and program design for the Steve Young Memorial Scholarship Program is provided in the attachment.

STEVE YOUNG MEMORIAL SCHOLARSHIP PROGRAM

Grantee: The National Fraternal Order of Police Foundation

Purpose: To assist the FOP in determining the career development and career advancement needs of spouses of fallen sworn law enforcement officers killed in the line of duty and to demonstrate the value of the FOP and its state and local FOP chapters' intermediary role in assuring access to publicly funded employment and training services for these spouses.

Period of Performance: July 1, 2003, to June 30, 2007.

Funding: A total of \$2 million for the demonstration; up to \$500,000 per year will be available for the four years. An amount of \$50,000 will be set aside to evaluate the demonstration project.

Eligible Scholarship Applicants: Spouses of full-time fallen sworn law enforcement officers killed in the line of duty between January 1, 2001, and December 31, 2006. Applications for assistance under the grant will be reviewed by the FOP after determining that an officer's death occurred in the "line of duty." A divorced spouse who is the parent or legal guardian of the fallen sworn enforcement officer's dependent children under the age of 18 will also be eligible. Children over the age of 18, who are incapable of self-support due to a physical or mental disability, may also trigger the eligibility of divorced spouses.

The spouse must begin the scholarship exploration process with the state or local Fraternal Order of Police chapter liaison and local One-Stop Career Center within six months from the date of eligibility to qualify for the scholarship, career services and supportive services. Once eligibility is verified and the application is submitted, a review will be completed and the spouse will be notified by the FOP of the status of the application within 45 days. Applications from ineligible persons shall be immediately returned.

Procedures to Assure Referral to a Local One-Stop Career Center: The state or local FOP chapter representative, in coordination with the National FOP, shall contact eligible spouses to inform them of the scholarship opportunity. The state lodge shall assign a representative/advocate to assist each eligible spouse in "navigating" the FOP scholarship application process and to accompany the spouse to the local One-Stop Career Center for their initial visit. The local workforce investment area staff will be notified in advance of the visit.

Scholarship Funding: Beginning May 1, 2004, each successful applicant shall receive an account of up to \$15,000, which will be leveraged against other benefit programs, including those offered through the Department of Justice and Department of Education. Each spouse shall receive an award based on the anticipated needs of the individual and the amount of funding available. For example, a spouse holding a certification and past work experience may only need to take a course or two to update his/her skills, whereas a spouse with little education and no work experience may need access to a more comprehensive array of education and training to enter the workforce. The diversity of resources required to assist the latter spouse will undoubtedly come at a great expense.

What These Scholarship Funds May Pay For:

A range of career development services will be available to eligible spouses through their local One-Stop Career Center, either where they live or where they choose to relocate.

Intensive and training services: The Steve Young Memorial Scholarship will pay for a range of employment services, career counseling, job training or tuition associated with preparing spouses for employment or career advancement in high-growth jobs in their community.

Supportive services: The Steve Young Memorial Scholarship funds may be used to defray the cost of supportive services incurred by the spouse while receiving assistance through the local One-Stop Career Center or enrolled in training. Supportive services may include child care, transportation costs (e.g., travel and emergency car repair), and one-time emergency expenses assumed as a consequence of the career advancement and development scholarship assistance. A utility bill or rent payment may qualify as an emergency need. Requests for other services will be addressed by the FOP on a case-by-case basis. Each One-Stop Career Center has developed a policy regarding provision of supportive services. The local One-Stop policies shall be followed to the extent feasible, and where they fail to sufficiently meet the needs of a spouse, a review may be initiated to accommodate the needs of the spouse within the \$15,000 limit. FOP will look at the totality of the circumstances, including available alternatives, ability to pay a one-time expense, and necessity to complete the program.

Training-related expenses: When an individual employment plan warrants, scholarships may be used to pay expenses related to tuition and job training, including purchasing a personal computer, textbooks, tools, interview-appropriate clothing, uniforms and other training-related equipment. The total maximum amount that may be spent on these training-related costs is \$750 within the \$15,000 limit.

Assistance in applying for other educational assistance: One-Stop Career Center staff will assist spouses with accessing information about other financial assistance available through Workforce Investment Act partner programs.

Disbursement of Scholarship Funds and Case Management Funds to One-Stop Career Centers:

Scholarship funds: Once the spouse has been introduced to the local One-Stop Career Center, an evaluation will be conducted to determine what services will be needed. A budget will then be developed by the One-Stop Career Center based on the needs of the individual. This budget will accompany the scholarship application information submitted to the FOP. The FOP will reimburse the local workforce investment area for the costs of the One-Stop Center's assistance. The frequency shall be once per semester, unless some other timeframe is determined to be more efficient. The FOP will be responsible for ensuring timely payment of scholarship funds for services, education and training tuition, and supportive services to the local One-Stop Career Centers where spouses are receiving career development assistance.

Emergency funds: Emergency funds may be distributed to a spouse who cannot wait until the scheduled disbursement of funds, but any amount given in advance shall be deducted from the total award. Authorization of emergency funds is made at the discretion of the FOP, in consultation with the appropriate local One-Stop Career Center.

Case management funds: Each One-Stop Career Center shall receive a one-time payment of \$700 per spouse assisted from the FOP to defray the One-Stop Career Center's case management costs.

What Type of Training is Available Through the Steve Young Memorial Scholarship?

The scholarship will be flexible and geared towards preparing spouses for occupations that are in demand in their local community. The Scholarship may be applied towards a two- or four-year degree program or a more short-term certification program offered through a community college, technical school or other eligible institution that offers certification or licensing upon successful completion. Additionally, the spouse may elect to enroll in a non-degree program or choose to take several courses related to a demonstrated career goal. The individual should demonstrate a knowledge or skill that allows the graduate to enter into or advance in employment in an identified occupation or vocation. Spouses may also seek assistance earning a high school equivalency diploma. Spouses will have the flexibility to enroll in a full or part-time program. They may also, for example, participate in programs that allow students to participate from home via the Internet or television access.

Employed spouses may also work with their present employer to access additional on-the-job training or educational programs that would help provide career advancement and increased earnings. Employed spouses with an interest in obtaining an internship may not receive a stipend for general living expenses, but may be eligible for other services available through the local One-Stop Career Center.

Satisfactory progress: The Steve Young Memorial Scholarship recipients must maintain satisfactory progress as determined by the FOP in order to remain eligible for the funds.

Expected Outcomes:

Training program completion rate: 90 percent for new entrants to the labor market. Participants who complete the program should improve their earning potential and marketability.

Wage gain: FOP scholarship program participants are expected to obtain employment if unemployed at the time they are selected for the scholarship program, and if employed during their program participation to maintain, or retain, their employment status. In addition, scholarship participants are expected to meet or exceed the average wage in the workforce investment area within 18 months after completing training. For participants who fail to meet this standard, additional counseling will be made available, if requested, and if funds are available.

MEMORANDUM OF UNDERSTANDING

Between
National Fraternal Order of Police Foundation
And
One-Stop Career Centers

PURPOSE:

This Memorandum of Understanding (MOU) provides a binding agreement between the National Order of Police Foundation (Here after referred to as FOP) and the One-Stop Career Center (Here after referred to as One-Stop) to assist the FOP in determining the career development and career advancement needs of spouses of fallen sworn law enforcement officers killed in the line of duty. January 2001 through December 2006. The MOU demonstrates the value of the FOP and its State and local FOP chapters' intermediary role in assuring access to publicly funded employment and training services for these spouses, and the Department of Labor's providing those services that are accessed.

The U.S. Department of Labor awarded the FOP a \$2 million grant to administer the Steve Young Memorial Scholarship program. Of that amount, up to \$500,000 per program year will be available for 4 years. The FOP will award scholarships in amounts up to \$15,000. Up to \$750 of the scholarship can be used to cover expenses related to job training such as textbooks and computers.

RESPONSIBILITIES COULD INCLUDE:

- National FOP -- will be responsible for establishing an administrative/account disbursement system to:
 1. identify spouses of fallen sworn Law Enforcement Officers;
 2. process scholarship applications and determine eligibility;
 3. inform local FOP organizations on an ongoing basis, and affected spouses when appropriate, of the services available through the scholarship program and other federal programs;
 4. notify the U.S. Department of Labor when an eligible spouse has been identified and ready for referral to the One-Stop so that the Department can inform the One-stop in advance of the spouses' visit to the One-Stop;
 5. schedule and refer spouses to the appropriate local One-Stop service provider, including accompanying the spouse to the initial introductory meeting; and

6. send a notice of award to the One-Stop with a contract to be signed authorizing payment to the One-Stop in the amount of \$700. The contract will include a statement to the effect that each additional and follow-up payment must be accompanied by authorization that academic policies have been met and money has been spent correctly. A request for payment schedule from the One-Stop will be included. While the One-Stop may disburse the funds to the institution providing the education or training services, scholarship funds are NOT distributed directly to recipients.
- The One-Stop – understands and agrees to:
 1. assist spouses with accessing information about other financial assistance available through partner programs;
 2. introduce the approved applicant to the local One-Stop, take the spouse's needs into consideration when helping the spouse develop an Individual Employment Plan, and evaluate them to determine what services and budget will be needed. The budget will then be forwarded to the FOP for approval;
 3. work with the FOP to manage the recipient's scholarship and ensure that the spouse receives access to a comprehensive array of employment and training services, customized to the greatest extent possible, that will meet their needs and help them adjust to a new role as head of household and primary wage earner for the family;
 4. ensure that a case manager is available to facilitate access to services including, but not limited to: assessment of skills, aptitudes, abilities, and supportive service needs; provision of labor market information, job search and placement assistance; individual career counseling; access to intensive services workshops addressing such areas as resume preparation, and interviewing skills; diagnostic testing and in-depth evaluation of skills, abilities and barriers; development of an individual employment plan to identify appropriate employment objectives and needed services; development of short-term prevocational services such as computer literacy, professional conduct, etc.; and assistance in selecting from among appropriate training opportunities-skill training in an educational institution or on-line, on-the-job training, skill upgrading, entrepreneurial training or customized training;

5. It is recognized that in some instances spouses may need assistance in obtaining part-time or interim employment while attending training. Employment and training services are not exclusive and it is anticipated that One-Stop service providers will be prepared to offer both types of services to an individual where such need is indicated. Employed Steve Young Memorial scholarship recipients may work with their present employer to access mentoring services, additional specialized educational training, company-provided training, or on-the job training that would help provide career advancement opportunities; and
6. Steve Young Memorial scholarship funds may be used to fund appropriate supportive services including but not limited to transportation costs, child care costs, one-time car repair, work-related expenses such as uniforms and other clothing and protective gear, tools, etc., training-related expenses such as books, lab fees, student activity fees if required of all students, uniforms, tools, scientific calculator, etc. In addition, to assure success in any training undertaken, tutoring may be covered by the scholarship with the approval of the case manager.

LIFE of the MOU:

This agreement shall expire on June 30, 2007. The effective date is the date this agreement is signed by both parties.

SIGNATURES:

These responsibilities are agreed to by the following authorized signatories.

Chuck Canterbury
Fraternal Order of Police National President

Date _____

Director, One-Stop Career Center

Date _____